women's cadres into one cadre, making no reservation of any percentage or proportion of posts in any service, class or grade in favour of either sex. Necessary amendments to the special rules if any for the services concerned will be issued in the Administrative Departments of the Secretariat.

While under Articles 16 (1) and (2) both men and women are given equal opportunities for appointment to Public Services in the State, Article 15 (3) of the Constitution empowers the State to make special provision for women. The question of making special provision for women in the Girls' Institutions and in the Women's Hospitals, will be dealt with separately in the Administrative Departments of the Secretariat.

A. C. NIRVANI GOWDA,
Secretary to Government,
Education Department.

FINANCIAL SECRETARIAT

Abolition of the System of Permanent Advance in Public Works Accounts and introduction of Cheque System and Imprest Accounting System in the Public Works Department.

READ—

Letter No. W.M.Gc. 342, dated 24th January 1952, from the Accountant-General, Mysore, Bangalore, suggesting the introduction of the Cheque System in the Public Works Divisions with effect from 1st April 1952.

2. Accountant-General's Circular No. 21—W.M., dated the 4th January 1952, regarding changes in accounting procedure in Public Works Divisions.

3. Letter No. W.M.Gc. 327, dated the 17th January 1952, from the Accountant-General, Mysore, suggesting the discontinuance of the system of pre-audit of Firm's bills in the Audit Office.

4. Letter No. 4560—S., dated the 21st February 1952, from the Chief Engineer in Mysore, Bangalore, accepting the proposals of the Accountant-General, Mysore.

5. Letter No. W.M.Gc. 88, dated the 21st April 1952, from the Accountant-General, Mysore, suggesting the introduction of the "Imprest Accounting System" in the Public Works Department of the State on the lines of the system obtaining in Madras.

ORDER NO. FL. (B) 3475-76—C R. 16-52-76, DATED BANGALORE, THE 16TH JULY 1952.

As the Pass Order system now in force in the Public Works Department is not found suitable under the present conditions, Government are pleased to revive the cheque system with effect from 1st April 1952 in conformity with the procedure in Part "A" States.

The consequential changes in the accounting procedure, the main items of which are noted below, will also come into force at the same time or as soon as practicable :—

1. The Divisional Officers will issue cheques wherever they were issuing Pass Orders under the old procedure ;

2. Assistant Engineers in charge of Sub-Divisions are also empowered to issue cheques for the payments they can make. The drawing will however be subject to monthly limits fixed by the Divisional Officers for each treasury ;

3. Permanent advances now held for works expenditure will be refunded to treasuries by all permanent advance holders under advice to the Accountant-General ;

4. Moneys required for disbursement which were till now being met out of work permanent advance will hereafter be provided as under :—

(i) in the case of Divisional Officers by drawing cheques in favour of self ;

(ii) in the case of Sub-Divisional Officers by drawing cheques in favour of the payees or self as the case may require ;

(iii) in the case of other officers empowered to make petty payments under the control of Divisional and Sub-Divisional Officers by means of an imprest sanctioned by the Divisional Officer.

Moneys drawn under (i) and (ii) should be with reference to the actual requirements only and the balance of cash on hand at any time should be kept as low as possible.

Under (iii) imprests up to maximum of Rs. 500 in each case will be sanctioned by the Divisional Officer himself to subordinate officers empowered to make petty payments. The actual amount of imprest to be allowed in each case will be within his discretion. The amount which will be drawn by cheques will form part of the cash balance of the Divisional or the Sub-Divisional Officer issuing the cheques.

5. The imprest holder will maintain and render his accounts in the form and manner indicated in Annexure A.

6. The Register of passed bills will be discontinued. In its place a Cash Book in Form P.W.A.1 will be maintained by all officers drawing cheques. Receipts creditable to Public Works heads of account will be shown in this Cash Book itself. The form of the Cash Book and the detailed rules as to the manner in which this book should be written up are given in Annexure B.

7. Moneys drawn from treasuries on bills towards Salary, Establishment, T.A. and Contingencies and Disbursements thereof will not be shown in the above Cash Book but in a General Cash Book in the form prescribed in Mysore Civil Account Code, Volume I.

8. A disbursing officer (Divisional or Sub-Divisional Officer) can make a remittance to a subordinate officer to enable him to make a number of specific petty payments on a muster roll or other voucher which has already been passed for payment. The amount remitted in such cases should be treated as a temporary advance and accounted for in the same way as an imprest, but separately.

9. The Sub-Divisional Officers will close their Cash Book on the 25th of each month and extracts of this Cash Book (supported by vouchers) should be sent to the Divisional Officer twice a month, *i.e.*, for the period from 26th of the previous month to the 10th of the current month, on the 13th and for the period from 11th to 25th, on the 28th of the month. Transactions of the last few days after the 25th will of course appear in the Cash Book for the following month. In March however, the Sub-Divisional Cash Book will be closed on the last working day of the month to enable all the transactions of the official year being included in the Divisional accounts for the year. These extracts will not be incorporated in the Divisional Officer's Cash Book but used independently for posting the Divisional General Cash Abstract.

10. The Sub-Divisional Cash Books will be balanced on the dates prescribed for closing the Cash Book for the month, *i.e.*, 31st in March and 25th in other months. The Divisional Cash Book will be balanced on the last working day of the month invariably which is also the date of closing. The details of the actual cash found at the monthly counting should be recorded in P.W.A. 2 (*vide* Annexure C) and a certificate of the reconciliation of the book balance with the actual recorded below the closing entries of the month.

A copy of the monthly Cash Balance report (in Form P.W.A. 2) of the Sub-Division should be sent to the Divisional Officer along with the extract from the Sub-Divisional Cash Book.

11. Rules for the custody of Cheque Books, drawing the cheque forms, issue of duplicate cheques, etc., will be found in the Accountant-General's Circular No. 21—W.M., dated the 4th January 1952.

12. Payments to suppliers located outside the jurisdiction of the Divisional Officers should be arranged by the Divisional Officers themselves in future by obtaining Remittance Transfer Receipts from the treasuries on self cheques. Payments outside the State may be arranged through the Imperial Bank of India, Bangalore. For this purpose, a requisition should be sent to the Bank through State Huzur Treasury furnishing the full addresses of the firms and the amount payable to each accompanied by forwarding memos to be enclosed with each draft together with a Remittance Transfer Receipt on the State Huzur Treasury to cover the amounts of drafts.

13. Paras 66, 150 to 152, 158, 160, 162, 189, 192, 194 to 198, 200 to 209, 221, 273, 274, 283, 311, 329 to 349 of the Public Works Account Code will be suitably amended. In other respects, the existing procedure will be continued.

M. SHAMANNA,
Secretary to Government,
Finance Department.

ANNEXURE A.

IMPREST CASH ACCOUNT.

1. Government servants entrusted with fixed imprests or temporary advances should maintain and render accounts of their disbursements therefrom in Form P.W. A3.

2. The round sum with which an Imprest cash account is opened, should be entered at once in red ink in column 5, "Total". The date and manner of the remittance, and, if recouped by cheque, the cheque and the cheque book number should also be entered, column 3 being utilised for the latter purpose. The disbursements from this imprest should be entered daily as they are made clearly and in full detail; and from time to time as the imprest holder finds it necessary, as also a few days before the due date for the monthly closing of the Cash Book of the disbursing officer from whom the imprest is held, the account should be closed and balanced, the detachable sheet being cut off and sent to the disbursing officer, the counterfoil being retained by the imprest holder. The account should be supported by a voucher in proper form, for each payment, numbered and attached to the account so as to correspond with the order of the entries in column 2, "Voucher No.". The sum received from time to time, in recoupment of the imprest should be entered in column 5 in red ink in the same way as the fixed amount with which the account was first opened.

3. The account should contain no entries of receipts other than the opening entry of the fixed imprest and the subsequent recoupments of expenditure, nor any entries of expenditure other than those paid directly by the imprest holder himself from the amount of his imprest.

4. Money received by imprest holder on behalf of Government is not to be mixed up with their imprest cash, or brought into the imprest cash book, but should be disposed of in the manner prescribed in the relevant treasury rules.

5. To facilitate the abstracting of charges by the recouping disbursing officer, the imprest holder must enter invariably in column 3, along with other particulars of payment, the name of the work, etc., to which each payment is debitable and also the name of the contractor or other person, if any, from whom the amount paid is recoverable. Column 6 is intended for the head of account to which each payment relates and should be left blank by the imprest holder. The date and manner of recoupment, and, if recouped by cheque the cheque and cheque book number, should be entered by the recouping disbursing officer on every imprest account disposed of by him also a note of increase, reduction, or withdrawal when such occur. When the amount is incorporated in his own cash book, it should be numbered to correspond with the voucher number quoted in the Cash Book, so as to be readily traceable from it.

6. Temporary advances should also be accounted for in this form, but the accounts of these advances should be quite distinct from those for permanent advances.

ANNEXURE B.

CASH BOOK (P.W. A1).

The Cash Book contains two money columns, headed (1) "Cash" and (2) "Bank or Treasury", on the payment side to distinguish payments made by cheques from those made out of the cash in chest. When, however, a cheque is drawn to replenish the chest, its number and amount should be entered on the payment side in the "Bank or Treasury" Columns Nos. 10 and 11, and the amount only on the receipt side as "Cash from Treasury" in the single "Cash" Column No. 4. The amount of a cancelled cheque should be shown by a special writeback entry, as a *minus* figure on the payment side in the "Bank or Treasury" column, but the fact of a new cheque having been issued in lieu of a time-expired or lost cheques should be entered on the date of issue in red ink in Column No. 8 only, and not in the columns for "Payments" a counter reference being given in both cases against the original entry in the Cash Book.

2. Every entry should be concise. The date, the number of voucher if any, the name of the work, and such a brief narration as will indicate unmistakably the nature of the transaction must be entered against each item. The amount debitable or creditable to each separate work, head of account, or contractor or other person should be entered separately, and the amounts to be posted by the divisional office into the Abstract Book or Schedules of account under each prescribed head of account should be brought out distinctly opposite the entries in Columns 5 and 12, headed "Classification of Receipts" and "Classification of Charges". No receipt or payment other than that of "Cash" as defined in Article 311 (*a*) (i) should be entered in the Cash Book. A deduction made at the time of payment, creditable to a work or head of account other than that to which the payment itself is debitable, should, however, be entered on the receipt side of the Cash Book.

3. Transactions should be recorded at the time and on the date on which they actually occur and strictly in the order of occurrence. If, however, owing to the absence of the disbursing officer on tour a cheque issued by him, whilst in camp, is entered in the Cash Book maintained at his headquarters on a subsequent date, the actual date of issue of the cheque should be noted in the Cash Book as the denominator of a fraction the numerator of which should be the date on which the transaction is incorporated in the book. A similar procedure should be observed when the double transactions relating to the realisation of miscellaneous cash receipts by a subordinate and their payment directly into treasury is incorporated in the Cash Book of the superior disbursing officer on receipt of the receipted chellan of the treasury from the subordinate.

4. Acknowledgments of payments should be numbered in a separate series for each month and the serial number of each voucher should be entered in the Cash Book as soon as the payment transaction is entered in it.

5. When an imprest is first given the fact should be noted in red ink, in the Cash Book of the disbursing officer giving it, in the column "To whom paid" but the amount should not be entered as an actual payment, as it will still form a portion of the Cash Book balance of the distribusing officer making the advance. If, however, a cheque is drawn, its amount should be shown on both sides of the Cash Book, *vide* Note 1. Any subsequent increases or decreases in the amount should be noted similarly, the increases on the payment side and the decreases on the receipt side.

6. In posting transactions from imprest accounts the recouping Disbursing Officer should enter in his Cash Book only the total for each work or head of account as brought out in the abstract, which should be prepared in his own office, on the reverse of the imprest account.

7. All payments should be debited at once to the work or service on account of which they are made. Money advanced to a subordinate for disbursement of labourers, etc., at a distance should be noted in the Cash Book in red ink as a temporary advance, in the manner followed when regular imprests are first made; and when the subordinate returns the duly certified muster rolls, etc., with the unpaid wages, if any, the amounts actually paid should be debited to the works or services concerned, the amount unpaid being returned into the cash balance. A similar procedure should be observed when the Disbursing Officer removes cash from his chest and takes it with him on tour for disbursement.

8. When an advance on transfer is made to a Government servant from the cash in the hands of the Disbursing Officer pending recoupment when the bill is encashed subsequently, the amount thus advanced should not be entered as a final transaction in the Cash Book but recorded as a temporary advance so that the amount may continue to form part of the cash balance for which the disbursing officer is responsible.

9. The cash balance at end of the month should be detailed thus in a note at foot of the Cash Book :—

Cash in chest ...	...	7	9 5
Imprest with Janab Abdul Raheem	...	50	0 0
Imprest with Mr. R. Johnson	...	100	0 0
Total cash balance as above	...	157	9 5

(Rupees one hundred and fifty-seven, annas nine and pies five only).

10. If the disbursing officer draws on more than one district or taluk treasury, the total amount of cheques drawn during the month on each (excluding the amount of cancelled cheques), should be recorded in another note at foot of the Cash Book.

11. Cash Books should have their pages machine-numbered. As far as possible, no lines should be left blank, but if any space on a page of the Cash Book has to be left blank owing to the whole of the other page of the same folio being written up completely, a diagonal line should be drawn to cancel the blank space, so that it may not be possible to make any subsequent entries therein. Interpolation of entries should be avoided as far as possible, but when it becomes necessary to make any entries between two ruled lines or to make any additions to, or interpolations between, entries already made, such additions should be attested invariably by the dated initials of the Disbursing Officer.

ANNEXURE C.

CASH BALANCE REPORT.

Part I.—Statement of the actual balance of cash in the hands of ..... on the .....day of ..... 19 and of standing imprests and temporary advances with subordinates.

Description 2	No. 2	Amount 3	Remarks and explanation of large balances, etc. 4
		Rs. a. p.	
Cheques received in favour of self but not cashed ...			
Bank Drafts not cashed			
Notes*			
Sovereigns			
Rupees			
Half-rupees			
Quarter-rupees			
Two-anna pieces			
One-anna pieces			
Double pice			
Single pice			
Pie pieces			
Revenue Stamps			
**Total cash in chest ...			
Add—Amount of Imprests and advances shown below			
Grand total balance as per Cash Book ...			

*As detailed below. **(In words).

Part II.—Statement* of standing imprests and temporary advances with subordinates on the ... . day of .... 19 .

Name and designation of subordinate	Amount of Imprest of Temporary Advance	Explanation when an imprest exceeds the prescribed maximum of Rs. 500 or any other limit prescribed by Government and authority for raising or reducing the imprest.
1	2	3
	Rs. a. p.	
Total ...		

*Standing imprests and temporary advances should be detailed separately.

Dated the ..... 19 .

(Signature) .....

(Rank) ... .

Issues instructions for prior consultation with the Audit Office while issuing Corrections to Codes having a financial bearing.

No. Fl. (B). 3494-573—C.R. 19-52-2, dated Bangalore, the 17th July 1952.

OFFICIAL MEMORANDUM.

The Accountant-General, Mysore, Bangalore, has proposed that all orders of Government having a financial bearing either directly or indirectly and which may involve corrections to the existing rules in the Account Codes or Service Regulations and all corrections to the departmental manuals which are not the outcome of formal orders but have a financial bearing be referred to him beforehand. This procedure will ensure scrutiny of such orders from the point of view of Audit.

The proposal of the Accountant-General indicated in the preceding paragraph is accepted. The Heads of Departments and Secretaries to Government are requested to give effect to this procedure, wherever necessary.

By Order of His Highness the Maharaja,

M. SHAMANNA,

Secretary to Government,

Finance Department.

Directs that the Service Departments who make supplies to Local Bodies shall send to the concerned Local Audit Circle a Quarterly List of Outstanding Items.

READ—

Letter No. 7/D/T. M. dated the 7th May 1952, from the Accountant-General, Mysore, intimating that the watching of amounts due to Government Departments from Local Bodies on account of supplies and services rendered by the Service Departments to them by the Accountant-General, Mysore, as contemplated in Article 43A, of the Mysore Civil Account Code, Volume I, does not devolve on him as per the rules issued by the Comptroller and Auditor-General of India for the audit of such accounts.